

# FIRE



## PROCEDURE

1. In case of fire, dial 911 and state that there is a fire. Describe the following:
  - a) Your location – including the building and room number.
  - b) The telephone number from which you are calling.
  - c) The exact location of the fire.
  - d) The extent of the fire (small, large, etc.) and the type of fire if you are able to identify it (wastepaper basket, electrical, chemical, etc.).
2. After you have called 911, call Security at 253-589-5682 or from a campus phone dial 5682 and Security Staff will arrive on the scene as quickly as possible.
3. Pull a manual fire alarm. See the evacuation map for your building for the location of an alarm box nearest the room.  
**[www.cptc.edu/risk/safety/emergency-management](http://www.cptc.edu/risk/safety/emergency-management)**
4. You may attempt to extinguish the fire yourself if you know how to do so (however it is more important to avoid injuring yourself or others).\* See the evacuation map for the closest fire extinguisher.  
**[www.cptc.edu/risk/safety/emergency-management](http://www.cptc.edu/risk/safety/emergency-management)**
5. Evacuate the area (see evacuation instructions).
6. If you are trapped inside, stay near the floor. Shout at intervals to alert rescue personnel of your location.

\*Attempt to extinguish the fire only after calling 911.

